

McConnell, Kate

From: McConnell, Kate
Sent: Thursday, January 03, 2013 3:38 PM
To: Mark Thomas (mthomas@pennoni.com)
Subject: SPEX-2012-0036 Brambleton Community Park important dates and deadlines

Good afternoon Mark,

Below are the important dates and information regarding required applicant submissions for the February 19, 2013 Planning Commission Public Hearing:

Friday, January 4, 2013 - Provide comments to me on the revised draft conditions and a revised SPEX plat showing the revised football field lighting configuration, as well as the correction of the labels for lights SB2 and SB3. I will need two paper copies and an electronic version of the plat.

Wednesday, January 23, 2013 – Public Notice signs ready for pick up – Avril Andrews from the Planning Department will contact you when the signs are ready. She will provide directions for the notification letters and posting the property. That information can also be found here: <http://www.loudoun.gov/index.aspx?NID=2501>. Please note that affidavits indicating that the notification letters have been mailed and the signs posted are required to be provided prior to the public hearing.

Monday, January 28, 2013 – Reaffirmation of the Disclosure of the Real Parties of Interest due by COB on this date. This link provides the template and directions: <http://www.loudoun.gov/index.aspx?NID=2500>. *As noted at the December Planning Commission Public Hearing, please provide a revised Disclosure of Real Parties of Interest that includes Supervisor Volpe on the list of real parties of interest.*

ALSO ON Monday, January 28, 2013 – Provide 17 copies of the SPEX Plat to me by COB

Tuesday, January 29, 2013 – Mail first notification letter and post public hearing signs by 5 p.m. on this date. Directions and a template may be found here: <http://www.loudoun.gov/index.aspx?NID=2501>

Tuesday, February 5, 2013 – Planning Commission Briefing – 6 p.m. (I will notify you at a later date if this application will require another briefing and of the location.)

Thursday, February 14, 2013 – Mail second notification letter via registered or certified mail by 5 p.m. on this date. Directions and a template may be found here: <http://www.loudoun.gov/index.aspx?NID=2501>. Please note that two affidavits indicating that the notification letters have been mailed and the signs posted are required to be provided. The first is 5 days prior to the public hearing and the second is at the hearing.

Tuesday, February 19, 2013 – Planning Commission Public Hearing – 6 p.m. Board Room

Below are the important dates and information regarding required applicant submissions for the March 13, 2013 Planning Commission Public Hearing:

Prior to Wednesday, February 20, 2013 – Public Notice signs will be ready for pick up – Jenny Grimmell from the County Admin will contact you when the signs are ready. She will provide directions for the notification letters and posting the property. That information can also be found here: <http://www.loudoun.gov/index.aspx?NID=2501>. Please note that affidavits indicating that the notification letters have been mailed and the signs posted are required to be provided prior to the public hearing.

Wednesday, February 20, 2013 – Mail first notification letter and post public hearing signs by 5 p.m. on this date. Directions and a template may be found here: <http://www.loudoun.gov/index.aspx?NID=2501>

Wednesday, February 27, 2013 - Provide 4 copies of the SPEX plat to me by COB

Wednesday, March 6, 2013 – Reaffirmation of the Disclosure of the Real Parties of Interest due by COB on this date. This link provides the template and directions: <http://www.loudoun.gov/index.aspx?NID=2500>.

Friday, March 8, 2013 – Mail second notification letter via registered or certified mail by 5 p.m. on this date. Directions and a template may be found here: <http://www.loudoun.gov/index.aspx?NID=2501>. Please note that two affidavits

indicating that the notification letters have been mailed and the signs posted are required to be provided. The first is 5 days prior to the public hearing and the second is at the hearing.

Wednesday, March 13, 2013 – Board Public Hearing – 6 p.m. Board Room

Please let me know if you have any questions.

Best,
Kate